

**55th Circuit and 17th District Probate Court
Clare County
Employment Opportunity**

The Clare County Circuit Court-Family Division is accepting applications for the following:

POSITION: Deputy Clerk

LOCATION: Clare County Courthouse, Harrison, MI

SALARY RANGE: starting wage is \$15.51 per hour, plus benefits

APPLICATION DEADLINE: Applications will be accepted until the position is filled

Job Summary

Under the supervision of the Family Court Judge and Court Administrator to perform as deputy clerk for processing **legal documents, clerical and bookkeeping activities, as well as interacting with attorneys, court personnel, public agencies and the public** in-person, by email and by telephone.

Duties include, but are not limited to, divorce files with children; personal protection order files; adoption files; and maintain work flow in accordance with laws, rules and procedures. Prepares and/or reviews legal documents such as **petitions, summons, subpoenas, writs, orders, and other related papers and records. Maintains dockets; schedules hearings and notifies all parties involved; and/or attends court, records hearings, prepares orders, as required. Prepares and/or maintains court records. Assists the probate register and juvenile register, when time permits. First contact at window and first contact on telephone. Performs related duties as required and all other duties as prescribed by law.**

The above summary is intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Qualifications

Possession of a high school diploma or its equivalent; general clerical/office skills.

Must be able to maintain a high level of confidentiality and professionalism. The position requires regular interaction with court personnel attorneys, public agencies and the public.

Must be a self-starter capable of prioritizing work assignments and independent work as required. The successful applicant will have an interest in Michigan law and a willingness to read and understand court rules, procedures, practice, related areas of the law and recording.

Preferred or beneficial

Additional college credits from an accredited college or university or business school training.

Previous experience in an office, legal, or court setting. Completion of CEO training and certification as required by the court.

Benefits

Health, dental and vision plans are offered as a benefit of employment, as well as a retirement plan.

How to apply

Please provide your resume and contact information by mail or in-person to: Clare County Circuit Court-Family Division, ATTN: Court Administrator, 22.5 West Main St. Harrison, MI 48625.

Or by email to: worpells@clareco.net